

guidance **INDEX**

Vol. XVI, No. 3

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New SRA Guidance Publications

Better Living Booklet, Helping Children Solve Problems by Ruth Strang, Professor of Education, Teachers College, Columbia University. (See review item No. 20)

Junior Life Adjustment Booklet, Your Problems: How to Handle Them by Hermann H. Remmers, Professor of Psychology and Education, Purdue University, and Robert H. Bauernfeind, Associate Editor, Test and Records Department, Science Research Associates. (See review item No. 40)

Life Adjustment Booklet, What You Should Know About Social Class by W. Lloyd Warner, Professor of Anthropology and Sociology, Member of the Committee on Human Development, University of Chicago, and Mildred Hall Warner. (See review item No. 39)

The Kuder Preference Record—Personal. Revised Manual and Adult Profile. G. Frederic Kuder, Professor of Psychology, Duke University. (See review item No. 30)

Minnesota Tests for Household Skills by Clara Brown Arny, Professor of Home Economics Education; Dorothy T. Dyer, Director of Family Life; and Margaret F. Proshek, Instructor in Home Economics; all faculty members at the University of Minnesota. (See review item No. 37)

Directions for Use

The **Guidance Index** lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the *Guidance Index* you will find:

59 items covering 37 subjects. 25 items are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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for the

**COUNSELOR,
TEACHER,
ADMINISTRATOR, and
PROFESSIONAL WORKER**

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Adolescence

1. **The Psychology of Adolescence.** Alexander A. Schneiders. [The Bruce Publishing Co., 400 N. Broadway, Milwaukee 1, Wisc.] 1951. 550 pp. \$4.00.

While intended as a text for courses in adolescent psychology, this book will be of interest to teachers and others who work with adolescent youth. The author has gone beyond a presentation of what types of behavior are found among adolescents to a study of the reasons for behavior, particularly adolescent behavior. Dr. Schneiders has also included many of the fundamental ideas in psychology which will be of value to readers lacking a background in the principles of motivation, personality and character development, or physiology. There are selected reading references and review questions at the end of each chapter and an extensive bibliography as well.

Citizenship

2. ***Children and the City.** Olga Adams. [Michael Reese Hospital Planning Staff, 29th and Ellis Ave., Chicago 16.] 1952. 28 pp. \$1.00.

This book, for teachers of five and six-year-olds, is a description of a teaching technique for creating an awareness of civic responsibility in students. The author, Miss Adams, has a background of many years of teaching and work with young children and bases her technique on the interest and awareness of these youngsters. Descriptions of activities that foster group work form an

important part of the book. Community contacts that will add to concepts of the functions of a city are suggested and throughout the book the teacher's role is indirectly shown. In addition, there are suggestions which, if followed or developed, would enable the children to share the results of their work with parents and other students.

3. **The Law, What It Is and How It Works.** Rod and Lisa Peattie. [Henry Schuman, Inc., 20 E. 70th St., New York 21.] 1952. 146 pp. \$2.50.

This book for young people explains the things in our complicated way of life that make a formal system of law necessary. It presents the story of two groups of people who manage without a system of law and tells about the factors in their civilization which make this possible. How our system of law works, what it can and can't do for us, and the ways in which laws are changed or change our way of life are some of the other aspects developed by the authors. Illustrations by Bunji Tagawa are an important part of this story.

4. ***Neighbor Flapfoot, the City Planning Frog.** Bill Ewald, Jr., and Merle Henrickson. [Henry Schuman, Inc., 20 E. 70th St., New York 21.] 1952. 56 pp. \$2.50.

This book, for children in grades 3 through 5, explains city planning through the story of a small boy and a frog who helps him learn about the neighborhood in which they both live. The book explains the elements of a neighborhood and ways to improve an

neighborhoods that are cut by busy streets or have dirty alleys and too few playgrounds. There are suggestions for activities, i.e., map-making, and questions at the end of each section to help a child learn about his neighborhood and the ways in which it could be improved.

Counseling

5. **†Handbook of Facts on Women Workers.** Bulletin No. 242. [U. S. Govt. Print. Off.], Washington 25, D. C.] 1952. 121 pp. 30c.

This handbook, a publication of the Women's Bureau of the Department of Labor, contains summaries of state and national legislation affecting women workers and charts and tables illustrating the increasing numbers of women in the labor force. It also includes a comprehensive discussion of women's income and the factors which affect it. The occupational fields currently employing women are compared with those of previous years. There is also a selected bibliography and a list of women's national organizations.

6. **Occupational Licensing Legislation in the States.** [Council of State Governments, 1313 E. 60th St., Chicago 37.] 1952. 112 pp. \$3.00.

This is the report of a study made by the Council of State Governments of the professional and occupational licensing legislation in the states. It tells what occupations are licensed by state governments and describes the standards for admission to practice in the licensed occupations. The problems of reciprocal licensing between states also form part of the discussion. There is a history of the development of occupational licensing and a description of the trends in contemporary occupational organization — the number of occupations licensed and the tendency toward centralization of control are on the increase. Summaries of 29 professions and occupations commonly licensed by states are presented in an appendix and the bibliography lists reading references for particular professions and occupations.

Education, Elementary

7. ***Human Values in the Elementary School.** [Dept. of Elementary School Principals, Natl. Educa-

tion Assn., 1201 16th St., N. W., Washington 6, D. C.] 1952. 95 pp. \$1.00. Quantity discounts.

This publication on character education in the elementary schools suggests study programs for parent and faculty groups to acquaint them with the nature of human values and the need for planning to incorporate the development of human values into the curriculum. It also suggests school activities which offer opportunities for the satisfaction of human needs. These activities include both classroom subjects and the regular contacts between teacher and student and between students where human needs are met. The close relationship between the satisfaction of human needs and good character and citizenship is brought out by the discussion.

8. ***Providing Developmental Experiences for Young Children.** Ada Dawson Stephens. [Bureau of Publications, Teachers College, 525 W. 120th St., New York 27.] 1952. 107 pp. 95c.

This booklet will aid teachers and administrators who are concerned with preschool and primary classes in program planning and providing developmental experiences for children at these levels. Suggestions for activities in art, languages, and literature, for example, are based on modern research in the field of child development. The booklet also offers help in planning physical environment and materials for use in nursery schools, kindergartens, and first grades. The use of community resources as an aid to widening a child's knowledge of his surroundings is explained and examples from actual situations point up the discussion throughout the book.

9. ***†Recommended Standards for the Group Care of Children of Elementary School Age.** [The Play Schools Assn., 119 W. 57th St., New York 19.] 1953. 15 pp. 25c.

Parents, elementary school educators, and community leaders will be interested in this booklet on play school standards. It discusses the advantages to be gained through group experience in a good play school and the standards that a play school for children of elementary school age should meet. The booklet describes programs for chil-

dren of two age groups, 5 through 8 and 9 through 12, and shows the development of the program for the older group from that of the younger. Qualifications of all staff members, recommended equipment and physical environment are described and the necessity for keeping adequate records is stressed. The booklet also suggests ways to gain and use the cooperation of the parents to further understanding of the child.

Education, General

10. Modern Education and Human Values. Arthur T. Vanderbilt and Others. [Univ. of Pittsburgh Press, Pittsburgh 13, Pa.] 1952. 134 pp. \$3.00.

The lectures in this book were delivered during the school years of 1950-51 and 1951-52 under the auspices of the School of Education, University of Pittsburgh. The chief emphasis of this book, Volume IV in the Pitcairn-Crabbe Foundation Lecture Series, is on the moral and social issues which confront education today. The speakers represent different backgrounds and points of view—law, art, theology, anthropology, and education.

11. A Television Policy for Education. Carroll V. Newsom, Ed. [Amer. Council on Education, 1785 Massachusetts Ave., N. W., Washington 6, D. C.] 1952. 266 pp. \$3.50.

This book presents the proceedings of the Television Programs Institute which was held under the auspices of the American Council on Education at Pennsylvania State College in April, 1952. It describes the use of television in teaching subjects at the secondary level in Philadelphia schools. Courses in television for college credit come in for consideration and the cost of TV stations of various sizes is discussed. The book also presents military and community uses of television. This report should prove a valuable aid to educators and communities planning to make use of facilities made available for noncommercial educational television by the Federal Communications Commission.

12. Using Current Materials to Study Current Problems. Jean D. Grambs. [Stanford Univ. Press, Stanford Univ., Calif.] 1952. 32 pp. \$1.00.

This resource guide for social studies teachers at the secondary level suggests ways of using current materials, i.e., magazines, newspapers, radio, and audio-visual aids, in the study of current problems. The use of such a variety of materials offers advantages by allowing for differences in interests, abilities, and aims. The guide presents sample assignment outlines on several topics, listing suggested problems for the group and for individuals and current materials applicable to the topic. It also describes the goals of social study courses and the ways in which a study of current problems meets these goals. A checklist for the selection of current material and sources of additional information about the current-problems approach and of current materials are included.

Education, Higher

13. How to Afford that College Education—and Where to Study. George Adams. [Harian Publications, Greenlawn, N. Y.] 1952. 250 pp. Hardbound, \$2.95; paper, \$2.00.

This book describes the many ways in which students and their parents can cooperate in financing a college education. The author discusses the value and actual costs of a college education and describes many ways of reducing the costs through self-help, aid in the form of scholarships or loans, work-study plans, and summer jobs. There is an information chart covering 970 colleges and universities and a discussion of the many factors which should be considered in choosing a college. Many other suggestions are made regarding financial plans that would not occur to parents or students since much research available to the author and incorporated in the book is not known to the general public.

Education, Secondary

14. The American Secondary School. Paul B. Jacobson, Ed. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 458 pp. \$4.75.

This book was planned as an introductory text for college students planning to teach on the secondary level. The contributing authors discuss such subjects as the historical development of secondary education, evaluation techniques, and the advantages and disadvantages of a career in education. The operation of schools at the secondary

level is described and the place of the school as part of the community forms part of the discussion. There is special consideration given to the developmental tasks of adolescence and to the roles of teacher and school in helping students achieve these tasks. There are topics for study and discussion and a bibliography at the end of each chapter.

Extracurricular Activities

15. **Vitalized Assemblies.** Nellie Zetta Thompson. [E. P. Dutton & Co., Inc., 300 Fourth Ave., New York 10.] 1952. 160 pp. \$2.00.

This book deals exclusively with school assemblies for junior high, secondary schools, and junior colleges. The planning, scheduling, administration, and production aspects of 200 assembly programs are covered. The functions of school administrators and teachers in planning and executing the programs form an important part of the book. There are suggestions for the utilization of student organizations and interest groups in staging and promoting programs. The plan of the book makes it of value not only to teachers in service but to those in training as well. Standards for evaluating programs and sources of materials referred to in the text are included.

Growth and Development

16. **Don't Be Afraid of Your Child.** Hilde Bruch. [Farrar, Straus & Young, Inc., 101 Fifth Ave., New York 3.] 1952. 297 pp. \$3.75.

Since Dr. Bruch believes that parents have become confused and uncertain because of conflicting theories of child psychology, she attempts in this book to resolve this confusion and restore to the parents confidence in their judgment in matters concerning their children. She evaluates various recommendations regarding child care and training and warns of the dangers in the rigid handling of situations which seem to be identical but are not. The book contains much information of interest to both parents and prospective parents for Dr. Bruch's common sense approach is based on her work as a pediatrician and psychiatrist.

17. **Parents' Magazine Book of Baby Care.** Eleanor S. Duncan. [Mc-

Graw-Hill Book Co., Inc., 330 W. 42nd St., New York 18.] 1952. 244 pp. \$3.95.

This new book will provide parents with easily understood information on the growth, development, and care of children under the age of six. The first chapter outlines information of importance to the expectant mother. Activities and behavior that can be expected at various stages of development are described. Sections of special interest are the ones on discipline, the arrival of the second child, and a guide to children's toys. The author of the chapter on health and medical care of young children is Dr. Dorothy V. Whipple, formerly with the United States Children's Bureau and now in private pediatric practice.

Human Relations

18. ***Race Awareness in Young Children.** Mary Ellen Goodman. [Addison-Wesley Press, Inc., 308 Kendall Sq. Bldg., Cambridge 42, Mass.] 1952. 280 pp. \$3.75.

This book reports on a study of race awareness in young children living in a northeastern city of the United States. Nursery school children, both Negro and white, were studied. Observation of the children at school and their responses in a projective "test" situation added to the researchers' knowledge of the children's self-awareness and racial identification. The children's parents and other adults with whom they came into regular contact were interviewed in order to get as complete a picture of the child and of the determinants of attitudes toward race as possible. The author concludes from her study that race awareness starts much earlier, and that the determinants of racial attitudes are much more complex than is generally thought. Dr. Goodman has kept the technical data on the study in a separate section so that the reader lacking a background in the techniques used will not find his reading impeded by this lack. A concluding chapter contains specific recommendations for dealing with and educating young children in matters to do with race.

Leisure

19. ***Party Fun for Boys and Girls.** Lillian S. Graham and Marjorie Wackerbarth. [Prentice-Hall,

Inc., 70 Fifth Ave., New York 11.] 1952. 229 pp. \$2.95.

This book contains plans for complete parties for boys and girls from 3 to 13 years of age. There are parties for different age groups and for holidays or other special occasions. Descriptions of games are clear and the games themselves require nothing in the way of equipment except what is to be found in most homes. The authors have included games that will keep children occupied on trips, games that the whole family can play and enjoy, and suggestions for amusing a sick or convalescent child.

Mental Hygiene

20. †**Helping Children Solve Problems.** *Better Living Booklet.* Ruth Strang. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

This booklet is designed to help parents and teachers guide children in solving their problems. Typical problems of children, from the grade school years through adolescence, and how tested problem-solving techniques can be applied to them, are discussed by the author. Dr. Strang also points out the importance of adults' knowing how to cope with their own problems, when to let children handle problems on their own, and when to extend a helping hand.

21. **Victory Over Fear.** James Bender. [Coward-McCann, Inc., 210 Madison Ave., New York 16.] 1952. 247 pp. \$2.95.

This book describes the symptoms of fear. The fears of everyday life are individually discussed, and reasonable, prudent methods of overcoming them are described, often illustrated by case histories from Dr. Bender's work in psychological counseling. Ways of releasing children, young people, and adults from unreasonable fears are included.

Personality

22. ***Personality in the Making.** Helen Leland Witmer and Ruth Kottinsky, Eds. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 454 pp. \$4.50.

This book, the report of the Midcentury

White House Conference on Children and Youth, brings together the chief current facts and theories gathered from many fields of scientific investigation regarding the important factors in the personality development of children. It also presents a study of the ways in which the home and other social institutions contribute to health of personality. Proposals, based on modern thought and findings, are made for the improvement of influences on children and means for effecting the improvements are suggested.

Public Speaking

23. **How to Prepare a Speech.** Ivan Grould Grimshaw. [The Woman's Press, 425 Fourth Ave., New York 16.] 1952. 105 pp. \$2.50.

This book was written for members of the general public who find it necessary to speak before P.T.A., church, or other community groups. Parents, teachers, and administrators will find the book helpful in locating desired information, organizing it, and presenting it to a group in an interesting manner. The author discusses a variety of approaches to suit different audiences, aids to poise, and techniques for book reviewing.

Reading

24. †**The Wonderful World of Books.** Alfred Stefferud, Ed. [The New American Library of World Literature, Inc., 501 Madison Ave., New York 22.] 1953. 319 pp. 35c.

This new book—a practical guide for librarians, parents, and educators as well as a stimulus to reading among all age groups—is a non-profit publishing venture, representing a major creative effort by the individuals and organizations most concerned with encouraging reading in this country. The 72 articles cover every aspect of reading and publishing—organizing a reading program, reading for pleasure, how books are manufactured, and using library facilities are some of the major themes discussed. There is also a clothbound edition, priced at \$2.00, available from Houghton Mifflin Co., 2 Park St., Boston 7, Mass.

Religious Education

25. ***Ways of Teaching.** Karen Anderson. [The Muhlenberg Press,

1228 Spruce St., Philadelphia 7, Pa.] 1952. 144 pp. 90c.

The foreword to this book explains the necessary qualifications of church school teachers and the importance of their work with children. The book is intended primarily for use in leadership education classes but may also be used by an individual working alone. The learning process is presented from the point of view of both teacher and pupil. The book contains a chapter on discipline and another on discussions and activities which will be of particular value to new teachers. A list of audio-visual aids and supplementary reading materials is included.

Sex Education

26. †**Sex Education in the Home.** Helen W. Brown. Rev. ed. [Amer. Social Hygiene Assoc., 1790 Broadway, New York 19.] 1952. 14 pp. 10c. Quantity prices.

This pamphlet for parents will help them teach their children about sex. It stresses the importance of parental attitudes toward the subject of sex and toward each other as formative factors in children's attitudes. The booklet answers such questions as when instruction should start and how much information should be given. The information that teen and pre-teen boys and girls need is also covered and the last section reviews important points for parents to remember.

School-Community Relations

27. **Look at Your School.** The Childhood Education Committee. [Public Education Assn., 20 W. 40th St., New York 18.] 1952. 59 pp. 75c. Quantity prices.

This booklet has been prepared to give a picture of education at its best, as practiced in some New York City schools. It is also an answer to the unfounded but well-publicized attacks currently being made on modern education. The aim of modern education to further the development of the whole child and the ways in which the schools work toward this goal are presented. The qualities of a good teacher; the 3 R's in modern education; the roles of the social studies, science, and the arts in the curriculum; and school-community relations form important parts of the booklet. The appendix, which is on special classes, will be of widespread interest.

28. **Teaming Up for Public Relations.** [National School Public Relations Assn., 1201 16th St., N. W., Washington 6, D. C.] 1952. 48 pp. \$1.00. Quantity discounts.

This public relations handbook is the result of a conference called by the National School Public Relations Association and sponsored jointly by twelve national organizations. It makes recommendations for pre-service and inservice preparation of school personnel in effective public relations, and cites instances of good and bad public relations techniques. Group activities which promote good relations between school and community are suggested. There is also a list of selected references on public relations for classroom teachers and school administrators on all levels.

Student Personnel Services

29. †**What Next for the 8A Graduate?** [Chicago Board of Education, 228 N. LaSalle, Chicago 1.] 1952. 36 pp. Single copies, free.

This booklet has been planned for Chicago students to help ease the change from 8th grade to high school. It explains reasons for attending high school and what the new students can expect to find when they get to high school, with emphasis on those things that differ markedly from grammar school situations. The functions of school personnel, other than teachers, who can aid the student in his four years of high school and in planning for the future are explained. The Board of Education has made single copies available on request by institutions, some of which will find ideas applicable to their school situations.

Tests and Scales

30. **The Kuder Preference Record—Personal.** *Revised Manual* and *Adult Profile*. G. Frederic Kuder. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. Specimen set, 75c.

The Preference Record—Personal measures preferences for (A) being active in groups, (B) being in familiar and stable situations, (C) dealing with ideas, (D) avoiding conflict, and (E) directing others. This edition

of the Manual contains mean profiles of more than three thousand men and women who like their work in various occupations. Tests of significance have been applied to the profiles and all scores that are significantly higher or lower than the scores of the adult norm group are indicated. With this data it is possible to compare more effectively an individual's preference with the preferences of happy workers in many fields. The revised profile represents a carefully selected adult sample corresponding to the major headings in the Dictionary of Occupational Titles. The specimen set includes a reusable test booklet, manual, and profile. This test should prove a valuable aid to counselors since norms are also available on the boy-girl profile for high school students.

31. Minnesota Tests for Household Skills. Clara Brown Army and Others. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. Specimen set, 75c.

This battery of five achievement tests in home economics covers four fields of homemaking. The Laundering, Cleaning, and Child Care tests consist of 50 items each, the Foods test is published in two equivalent forms of 75 items each. Test items are of the multiple-choice and matching types. Preliminary versions of the tests were given to homemakers, household employees, and high school students. In each case it was found that the tests discriminated among these groups. The authors, all faculty members of the University of Minnesota, are Clara Brown Army, Professor of Home Economics Education, Dorothy T. Dyer, Director of Family Life, and Margaret F. Proshek, Instructor in Home Economics. These authors worked closely with the Technical Advisory Committee (a committee of experts in the field of home economics) in developing test items, and in checking the tests for discrimination between well-trained and poorly-trained groups.

32. †Recommended Twelve-Year Testing Program for Various Administrative Organizations and Sizes of Schools. [Kent Area Guidance Council, Dr. Dwight Arnold, Kent State Univ., Kent, Ohio.] 1952. 22 pp. 25c.

The twelve-year testing program described in this report is presented as only one source of information about students that can aid

teachers and counselors in their work with young people. According to the report, two general principles are important in any testing program—recognition of the existence of individual differences and of important transitional areas in a child's school career. The discussion of the program itself covers both the personnel and the suggested tests with which they work. The transitional area, grade location, and time element for testing, type of instrument, and the names of specific tests which were used successfully are charted. There is also a list of the publishers of these tests.

Vocational Guidance

33. Career Planning for High School Students. William J. Reilly. [Harper & Bros., 49 E. 33rd St., New York 16.] 1953. 110 pp. \$2.00.

This book was written for high school students, their parents, and high school counselors. It is based on the premise that career planning must be done on a foundation of individual abilities and desires. Dr. Reilly has included several self-help guides that will aid in the determination of interests and capabilities and has used numerous illustrations from his work in career counseling and research to explain the steps to follow in career planning. He also gives advice on how to get along with other workers on the job and how to advance in any line of endeavor. The book may be used as a text for class work in vocational guidance as well as by individuals who wish to clarify their vocational ideas and aims.

34. Occupational Books, an Annotated Bibliography. Sarah Splaver. [Biblio Press, 1104 Vermont Ave., N. W., Washington 5, D. C.] 1952. 135 pp. \$4.00.

This book analyzes 168 occupational books published from 1946 through 1951. The author used the N.V.G.A.'s *Standards for Use In Preparing and Evaluating Occupational Literature* as her guide in selecting books to be included in this bibliography of recommended books. Certain of these books have been selected by the author as outstanding and are clearly designated. The bibliography includes fiction and non-fiction occupational books and has been arranged by jobs, authors, publishers, and the annotated section.

for the STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIAL

Education, Higher

35. †**College: Whether to Go, Where to Go.** [Mademoiselle, 575 Madison Ave., New York 22.] 1953. 16 pp. 10c. Reprinted from *Mademoiselle*, January, 1953.

This reprint covers in its discussion both whether to continue formal education beyond high school and how to choose a school should college be the choice made. The tangible and intangible advantages which college offers a student are weighed against the more apparent advantages of a job and a pay check immediately after high school. There is a discussion of the costs of representative colleges and universities, of the costs of books, and of personal expenditures not listed in any college catalog but a real part of the cost of attending college. The article includes accounts by sophomores and juniors of the reasons they chose a particular school and a listing of the leading non-college schools for the training of special talents. There is also a discussion of the schools, both co-ed institutions and women's colleges, which produce today's young scholars.

Girl Scouting

36. **Senior Girl Scouting.** Rev. ed. [Girl Scouts of the U. S. A., 155 E. 44th St., New York 17.] 1952. 216 pp. \$1.00.

This book, intended for the use of Senior Scouts, includes all the things a Scout should know in order to participate fully in the Scouting program. It includes a discussion of the membership requirements, of program planning, and explanations of the National Organization and the World Association. Scout activities in the arts and crafts, in community service, and in voca-

tional exploration are described. Both the Senior Scout and her leader will find this book of value in planning individual and group activities.

Job Satisfaction and Success

37. †**Office Grooming.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 4 pp. 10c.

This reprint from the editorial pages of *Glamour* should prove a valuable guide to girls who have been working for some time as well as to those who are starting their first jobs. It describes suitable clothes and appropriate accessories for office wear and gives useful hints for keeping clean and fresh all day. An overpowering perfume, too much jewelry, and backless summer dresses are some of the things mentioned as being out of place in an office. There is a list of the grooming aids which girls will find it wise to keep on hand at the office and an outline for setting up a long-range program of self-improvement.

Psychology

38. **Sigmund Freud.** Rachel Baker. [Julian Messner, Inc., 8 W. 40th St., New York 18.] 1952. 201 pp. \$2.75.

This biography of Sigmund Freud was written for high school students but can be read with pleasure and profit by adults. Mrs. Baker incorporates Freudian theory into the story of the life of a man who has had such a definite and lasting effect on modern thought. She has included a glossary of Freudian terms which uses examples to supplement the definitions and a reading list, classified by difficulty, of books by Freud and by others about the man and his theories.

Social and Personal Adjustment

39. †**What You Should Know About Social Class.** *Life Adjustment Booklet.* W. Lloyd Warner and Mildred Hall Warner. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1953. 48 pp. 40c. Quantity discounts.

This booklet presents information which will give young people a realistic view of the social class system in America and the way this system affects their lives. The booklet explains why social classes exist, pictures the way of life in each of our six classes, and explains how a person's place in the class structure is determined. The booklet also discusses how social class may affect the young person's friendships, his educational opportunities, and his occupational choice. The last chapter deals with social mobility, explaining why some people may want to move up the social ladder, how they go about doing this, and what they may gain or lose in the process. The authors are W. Lloyd Warner, Professor of Anthropology and Sociology, Member of the Committee on Human Development, University of Chicago, and Mildred Hall Warner.

40. †**Your Problems: How to Handle Them.** *Junior Life Adjust-*

ment Booklet. Hermann H. Remmers and Robert H. Bauernfeind. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1953. 40 pp. 40c. Quantity discounts.

Your Problems: How to Handle Them discusses the typical problems that most frequently bother boys and girls in upper elementary and junior high school as determined by the *SRA Junior Inventory*, a problem checklist for children in grades four through eight. The problems considered fall into five different areas: Health, School, Home, Getting Along with Others, and About Myself. Examples of problems are given in each category, and there are suggestions on how to handle them. In reading the booklet, youngsters will come to see that *their* problems are not so very different from those of other boys and girls and that satisfactory ways for solving them can usually be found. This booklet is the newest in the series of Junior Life Adjustment Booklets. It is written clearly and simply and includes many helpful check lists as well as many attractive, two-color illustrations. *Your Problems: How to Handle Them* was written by the authors of the *SRA Junior Inventory*: Hermann H. Remmers, Professor of Psychology and Education, Purdue University, and Robert H. Bauernfeind, Associate Editor, Test and Records Department, Science Research Associates.

VOCATIONAL MATERIAL

Architecture and Drafting

41. †**Architecture.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 9 pp. 5c.

This fact sheet on architecture states that architecture is one of the least crowded of all the professions. The nature of the work of architects is described as well as their dealings with clients and contractors. The fact sheet outlines necessary qualifications, both personal and technical, and describes preparation for this career which can start in high school. Some of the specializations in this field are also described. The path of professional advancement, beginning usually with a three-year apprenticeship which pays at the start about \$45.00 a week, is traced. The fact sheet describes licensing procedure and lists the schools which are

members of the Association of Collegiate Schools of Architecture as of October 15, 1951.

Art

42. †**The Artist in the Publishing Trades.** [Simmons College, 300 The Fenway, Boston 15, Mass.] 1952. 4 pp. Free.

This guidance bulletin describes the opportunities in the field of publishing art. The field is, according to the bulletin, an expanding one and one where there is a lack of trained personnel. Some description of the kinds of work done by artists in the publishing trades is included to give the reader an idea of the scope of the field. The bulletin outlines the personal and tech-

nical requirements and makes recommendations regarding high school and college preparation.

43. †**The Fine Artist.** Anne Carter Ely and Verna Small. [Mademoiselle, 575 Madison Ave., New York 22.] 1952. 10c. Reprinted from *Mademoiselle*, July, 1952.

This reprint discusses the education of the artist and the possibilities of earning a living in the fine arts. Current trends in education after high school seem to point to a college or university as the next step and schools, in ever increasing numbers, are making plans for the education of talented young artists. The article presents the opinions of young artists about the values of a liberal arts background and the opinions are, in the majority, favorable. There is no final answer to the financial problem, instead the solutions of young people who have tried combining fine art with commercial art, teaching, or unskilled labor, and their decisions as to the success of the combination, are used to show what has been done and what can be done.

Building Trades and Construction

44. †**Painter, Construction.** [Chronicle Guidance Publications, Moravia, N. Y.] 1952. 4 pp. 50c.

This occupational brief describes the work performed by construction painters by describing the specialized fields in this trade with which a master painter must be familiar. This trade is one of the highest paid in the building and construction trades but employment is often seasonal. The brief discusses the advantages of a three-year apprenticeship and trade school courses as preparation for this trade. It also lists the advantages and disadvantages of being a painter and discusses the unionization situation in rural and urban areas. Suggestions for high school preparation and for further information are included.

Clerical Work

45. †**Secretary.** [Chronicle Guidance Publications, Moravia, N. Y.] 1952. 4 pp. 50c.

This occupational brief on secretarial work explains the many duties that are representative of the work of a secretary—taking dictation and transcribing shorthand notes,

acting as receptionist in some offices, and arranging appointments for an employer. The brief discusses a few of the special secretarial jobs which demand certain skills or extra abilities. It describes the working conditions of most secretarial jobs as very good and quotes salary figures for beginning and experienced personnel. Personal and technical requirements are covered by the brief and a good employment outlook is predicted. Opportunities for men in secretarial positions are also excellent, according to the brief.

Clothing Manufacture

46. †**Tailor.** [Vocational Guidance Centre, 371 Bloor St. West, Toronto 5, Canada.] 1952. 4 pp. 15c; 12c in Canada.

This monograph on the occupation of tailor traces the history and importance of tailoring. It describes the various operations performed by tailors and the conditions under which they work. Preparation through apprenticeship and/or vocational school training forms part of the discussion. The monograph also describes the advantages and disadvantages of tailoring, the qualifications necessary for success, and brings out the present-day scarcity of skilled tradesmen. While some of the information contained in the monograph is only true for Canada, many of the facts are applicable to the United States as well.

Education

47. †**Audio-Visual Jobs.** Flora Rheta Schreiber. [Mademoiselle, 575 Madison Ave., New York 22.] 1952. 10c. Reprinted from *Mademoiselle*, June, 1952.

This reprint describes the new and rapidly expanding audio-visual field. While the field is part of education, it uses entertainment skills and techniques. The reprint discusses the skills, i.e., in art, writing, which are valuable in this field and mentions secretarial jobs as about the best way to gain entry and job experience in certain areas of the audio-visual field. The author lists the production centers where opportunity would be best and the schools offering specialized training in audio-visual techniques. The careers of young women who have made places for themselves in different areas of the audio-visual field are used to illustrate the discussion.

Health

48. **A Cap for Corrine.** Zillah K. Macdonald. [Julian Messner, Inc., 8 W. 40th St., New York 18.] 1952. 184 pp. \$2.50.

This novel about a young nurse opens with her graduation from a school of nursing at a large New York hospital. The heroine, Corrine Fairchild, has overcome parental objections to the study of nursing and must overcome further obstacles to continue her career as a nurse. The many aspects of nursing duty are brought out as Corrine takes a private case, goes on ambulance service, and is in charge of a hospital ward. Her contacts with other hospital personnel illustrate the organization and functions of a large hospital. The authentic background makes this novel of interest to the girl considering a career in the nursing profession but unfamiliar with the day-to-day aspects of being a nurse.

49. **†Dental Aptitude Testing Program, 1953.** [American Dental Assoc., 222 E. Superior St., Chicago 11.] 1952. 15 pp. Free in limited quantities.

This booklet will provide interested students with information about the predental requirements and the professional course of study. This information is important to high school students since preparation to enter a liberal arts college for at least two years of study prior to dental school must start at the high school level. The subjects which comprise the professional course of study are listed and the role of the Dental Aptitude Test in determining admission to a dental school is discussed. The booklet also covers the procedure for application for the Dental Aptitude Tests and includes sample questions from the test and a list of the testing centers. The American Dental Association also has a list of accredited dental schools available free in small quantities.

50. **†X-Ray Technician.** [Chronicle Guidance Publications, Moravia, N. Y.] 1952. 4 pp. 50c.

This occupational brief covers X-ray technology in medicine and industry. It traces the history of the development of the use of X-rays as a diagnostic and therapeutic tool and the more recent uses in industry. The brief describes the variety of duties per-

formed and the skills needed by the technician and points out the difference between the work of technicians in industry and medicine—in medicine the technician never analyzes the X-ray but in industry he is often required to analyze the pictures he takes. There may be a difference in the personal requirements for industry and medicine, since one technician deals with people, the other with things. The minimum requirements for entrance to most schools training X-ray technicians is high school graduation and the average earnings of X-ray technicians range from \$2,200 to \$3,600. The brief also describes working conditions, opportunities for advancement, and related jobs in this field.

Home Economics

51. **†A Dietetic Internship.** [The Amer. Dietetic Assoc., 620 N. Michigan Ave., Chicago 11.] 1952. 14 pp. Single copies, free.

This leaflet covers the questions most often asked about dietetic internships. The reasons for interning and the requirements for obtaining an internship form part of the discussion. The leaflet describes the three types of internships—hospital, food administration, and food clinic—and the duties which accompany each type of internship. The expenses of interning in dietetics and the conditions under which interns work are also covered.

52. **†Home Economics.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 7 pp. 5c.

This fact sheet on careers in home economics describes the areas of teaching, child care, agricultural extension service, food and nutrition, and clothing and textiles. It discusses the preparation for jobs and the kinds of work done by people in each area of home economics. Advanced and specialized jobs are included in the discussion and home economics associations and books for further reading are listed.

Library Work

53. **Opportunities in Library Careers.** Robert E. Kingery. [Vocational Guidance Manuals, 45 W. 45th St., New York 36.] 1952. 112 pp. \$1.00.

This manual describes the many types of libraries and their organization. It discusses preparation for a library career from the secondary school level through college and library school. Professional, subprofessional, and clerical work is discussed and the usual paths of advancement are traced. The author describes the many specializations possible in both public and special libraries and the advantages and disadvantages of a library career. Sources of information about jobs and a bibliography covering a wide range of related subjects are included.

Radio Broadcasting

54. **Broadcasting: Radio and Television.** Henry L. Ewbank and Sherman P. Lawton. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 528 pp. \$4.50.

The authors of this book are experienced college teachers of radio. Their book describes the background of the broadcasting industry and governmental and nongovernmental controls of broadcasting. Program planning and preparation of a wide variety of program types are two of the topics given extensive coverage. The book includes sections on the direction of radio and television programs and on microphone techniques. Program evaluation and methods of audience measurement are also included in their discussion. There are glossaries of radio and television terms, a selected bibliography, and information on the duties and wages of positions in the broadcasting industry.

55. **†Jobs in TV.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 8 pp. 5c.

This fact sheet on jobs in television rates secretarial and stenographic jobs as the best ways of gaining entrance to this job field. While it also describes other beginning positions, these too, often require stenographic skills. The employment opportunities are good since an expansion of TV facilities is seen in the near future. The discussion on salaries for beginning and experienced personnel in television covers both the production centers and local stations. The fact sheet recommends gaining experience on a local station before trying to get a job in New York or Hollywood, the industry's two centers. Also included in the fact sheet are lists of trade journals, books and directories, and schools offering courses in television.

Repairing Services

56. **†Shoe Repairman.** Sarah Splaver. Occupational Abstract No. 158. [Personnel Services, Inc., Peapack, N. J.] 1952. 6 pp. 50c. Special to students, 25c.

This occupational abstract is a summary of the available information in 11 references. It describes the work performed by the shoe repairman and the shoe repairman helper. Some of the qualifications for this skilled mechanical trade are keen eyesight and manual dexterity. The brief describes preparation and methods of entry (most commonly by apprenticeship) but also states that shoe repair might be called a "declining trade." However, it does offer the opportunity to own one's own business and since this is a wide-spread practice, unionization is limited in this trade. The abstract also lists references for those interested in learning more about this line of work.

Retail Trade

57. **Careers in the World of Fashion.** Frieda S. Curtis. [The Woman's Press, 425 Fourth Ave., New York 16.] 1953. 268 pp. \$3.50.

This book on fashion careers describes the areas within this field and the skills and personality traits which are essential in this rapidly moving and ever-changing job field. It discusses preparation for a career in fashion and lists the schools that offer specialized training for fashion careers. The areas of designing, buying and merchandising, and fashion promotion are covered. The many specializations possible in each area are pointed out and the stories of the success of well-known women in fashion illustrate the most prominent specializations. The author also uses the case history technique to point up the problems and rewards of owning a fashion business. She has included a glossary of retailing terms and a bibliography for interested readers.

58. **†Sales Clerks and Salespersons.** [Chronicle Guidance Publications, Moravia, N. Y.] 1952. 4 pp. 50c.

This occupational brief covers the work of the retail sales clerk and salesperson. According to the brief, sales clerks perform the simplest type of selling and have few opportunities for advancement. Working

conditions are usually good and high school graduation is not always a requirement for employment. The requirements for the job of salesperson are higher since product knowledge and sales ability are important to success in this field. Working conditions are again good and the employment outlook is also favorable because the turnover in this field is quite rapid. The brief lists two interest inventories which may be of help in deciding whether the field of selling holds interest for an individual and whether the qualifications for success in selling are present.

Writing

59. Deadline. William Corbin. [Coward-McCann, Inc., 210 Madison Ave., New York 16.] 1952. 244 pp. \$2.75.

This career novel on the journalism profession is the story of Dan Logan and his ambition to follow in his father's footsteps as a newspaperman. The author—a veteran reporter, feature writer, and columnist—presents the story against an authentic newspaper background. The cub reporter's assignments, some routine, some exciting, move the story forward in the journalism environment that will give a young student, hoping to become a newspaperman, a good idea of what such a career demands of novices and offers in reward for effort and ambition.

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